

POSITION PURPOSE AND PRIMARY OBJECTIVES

Purpose

This role is to provide overall management and leadership to the AT team. To ensure that budget targets are met and products and stores are managed efficiently and effectively. This role provides both clinical support to and liaison with the Anaesthetist group.

Objectives:

- To have input in setting the budget for AT/Anaesthetic capex and open requirements
- To provide anaesthetic support staff to adequately staff theatres and manage costs in the AT staffing budget
- To monitor and manage AT and Anaesthetic equipment and stores organisation and budgets
- To provide input into strategic direction for the AT team, in conjunction with the overall theatre direction
- To review, trial and recommend new products via the product evaluation committee
- To liaise with anaesthetists regarding product issues and requirements
- To liaise with company representatives
- To manage all staffing issues where they relate to anaesthetic support
- To develop an education and CPD plan for those who provide support to an anaesthetist
- To ensure staff competence in the area of Anaesthetics
- To demonstrate clinical expertise.

KEY PERFORMANCE INDICATORS (KPIs)	PERFORMANCE INDICATORS
Resource Management	<ul style="list-style-type: none"> ▪ Contribute to the formulation, implementation and monitoring of budgets including: <ul style="list-style-type: none"> - Planning and acquisition of capital equipment - Planning and management of operating budgets including variance analysis - Ensure adequate resource management to achieve best practice. - Staffing levels are matched to workload within budget for those who provide anaesthetic support - Recruitment and selection decisions are made to ensure appropriate skills mix of AT staff.
Provide clinical and technical assistance to the Anaesthetist	<ul style="list-style-type: none"> ▪ Identify and prepare anaesthetic requirements for clinical procedures ▪ Promote individual patient care and protection of rights ▪ Anticipate and respond to patient requirements to enhance the perioperative process ▪ Provide and promote a service focussed on holistic patient care and safety ▪ Work within legislation boundaries, in a safe and ethical manner.
Implement systems to ensure the maintenance of related equipment and anaesthetic supplies, and/or delegate as appropriate to other members of Anaesthetic team	<ul style="list-style-type: none"> ▪ Support the anaesthetist by ensuring anaesthetic equipment is checked and ready for use ▪ Ensuring anaesthetic stock levels are maintained to appropriate levels ▪ Implement systems for reporting maintenance and repair status of equipment to anaesthetists ▪ Ensuring anaesthetic and ancillary equipment is cleaned; disinfected / sterilised or discarded, in accordance with hospital policy and manufacturer's instructions.
Anaesthetic Liaison	<ul style="list-style-type: none"> ▪ Co-ordinate with the Anaesthetic Department in relation to Anaesthetic Machine Servicing, maintenance and upgrades ▪ Organise and implement additional/ specialised anaesthetic equipment ▪ Meet with Company Representatives (or delegate to another appropriate staff member) to discuss products for trial or implementation ▪ Support the anaesthetic team by organising break relief if required.

People Management	<ul style="list-style-type: none"> ▪ On a daily basis proactively supports the performance of all staff including mentoring and coaching. ▪ Provides staff with positive (reinforcement) and development feedback on a daily basis. ▪ Works collaboratively with staff, credentialed specialists and allied health team members. ▪ Assists the Theatre Manager to proactively manage poor performance and behaviour that is below the expected standard. ▪ Supports strategies to resolve conflict / issues. ▪ Support staff to work within their scope of practice. ▪ Facilitates a comprehensive orientation program for new staff and nursing students. ▪ Assists the Theatre Manager with annual PDR's as required. ▪ Identifies the educational and development needs of staff and escalates these to the Theatre Manager.
Quality Improvement	<ul style="list-style-type: none"> ▪ Encourage/develop theatre quality improvement projects e.g. surgical site marking, surgical safety checklist, smoke evacuation, parental support project, surgical instrument lists and fire / evacuation from theatre ▪ Ensure regular review of policies and procedures ▪ Maintain accurate documentation for effective patient safety, clinical management and charging ▪ Promote quality improvement through regular and relevant auditing activities, leading and supporting quality projects.
Professional Development	<ul style="list-style-type: none"> ▪ Continues to pursue / enhance own knowledge and skills appropriate to the area of work ▪ Ensures all staff in the AT have a current Performance Development Review and plan ▪ Participates in annual performance review and development of a personal professional development plan ▪ Meets Mercy mandated skill competency requirements, such as, but not limited to; fire, evacuation, CRP, IV certification and health and safety training.
Health & Safety	<ul style="list-style-type: none"> ▪ Complies with responsibilities under the Health & Safety at Work Act 2015. ▪ Takes initiative and identifies, reports and resolves issues that may cause harm to themselves or others in the organisation. ▪ Works with the Health and Safety Coordinator on ways to improve H & S compliance. ▪ Champions a positive health & safety culture within Mercy. ▪ Reads, understands and complies with H & S policies and procedures e.g. infection control; use of PPE; hazard identification and management. ▪ Meets Mercy Hospital mandatory training requirements such as, but not limited to; fire, evacuation and health and safety training ▪ Is able to activate CIMSERT / emergency management plans.

GENERAL	
Communicate and engage within the organisation	<ul style="list-style-type: none"> ▪ Actively participates in staff meetings ▪ Contributes to a supportive work environment ▪ Communicates with patients, families, colleagues and visitors in a professional manner
Support Mercy Hospital in its role as an essential service provider	<ul style="list-style-type: none"> ▪ Mercy Hospital is an essential service and as such all staff must make every effort to come to work as long as it is safe to do so ▪ Facilitating an emergency plan activation or adverse weather situation may require the use of a “phone tree”. Each staff member will have a list of phone numbers and addresses of others in their department. In the event of adverse weather or an emergency staff may be required to ring others in their department or assist each other with transport.
RELATIONSHIPS	
Reports to: Theatre Manager	Direct Reports: Anaesthetic Technicians
Internal Relationships: All Staff, HoD, Team Leaders	External Relationships: Suppliers, Consultants and Credentialed Specialists
PERSON SPECIFICATIONS	
<p>Work Qualifications/Skills</p> <ul style="list-style-type: none"> ▪ Registration with the Medical Sciences Council ▪ CPR level 6. <p>Skills, Knowledge & Experience</p> <ul style="list-style-type: none"> ▪ Clinical practice is current ▪ A high degree of interpersonal skills ▪ Staff leadership/management skills ▪ Excellent communication skills both written and verbal ▪ Computer literacy ▪ Experience in working with information systems ▪ Ability to deal with unexpected situations and crises while maintaining a therapeutic and professional manner. <p>Essential</p> <ul style="list-style-type: none"> ▪ Current clinical expertise ▪ Previous broad experience in Theatre ▪ Ability to build and maintain positive working relationships, within the Anaesthetic Team and with all staff ▪ Strong commitment to Quality Improvement ▪ Reputation for developing a high performing team ▪ Ability to work in partnership with patients, families and staff ▪ Proven leadership ability in line with Mercy’s values. <p>Physical Requirements</p> <p>Standing, walking, bending, sitting, stairs, simple grasping, fine manipulation, operating machinery equipment, lifting, overhead reaching, carrying, pushing/pulling, twisting, climbing, balancing, crouching, squatting, other reaching.</p>	

Mercy Hospitals Shared Purpose

Exceptional care that makes a difference to our patients and community.

Mercy Hospitals Values

Hiranga - Excellence

We do our best every day, learning continually.

Atawhai - Care

We respond to others with empathy, kindness and expertise.

Whakaute - Respect

We treat people as we would like to be treated.

Kotahitanga – Collaboration

We work together for the common good.

Workplace Contribution

Mercy Hospital is committed to its obligations under the Treaty of Waitangi. Employees are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation and Protection.

Health and Safety

Mercy Hospital is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organization. As an employee of Mercy, the health and safety of clients and colleagues, as well as your own, is your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programs in your area. It is expected that you will report all accidents or potential hazards to your manager.

To participate in and comply with the requirements of the Health & Safety at Work Act 2015 and associated Mercy policies:

- Work practices ensure safety for self and others
- Advice or assistance is sought before commencing an unfamiliar work practice
- Hazards are identified, control plans documented, and hazards eliminated, minimised or isolated
- Comply with Mercy Hospital incident reporting policy and Health & Safety Policy
- Emergency management procedures and compulsory / compliance education and training completed
- Demonstrates knowledge of the health and safety database.

Quality and Risk

Mercy Hospital is committed to the concept of quality improvement. As an employee you are required to actively participate in quality improvement and risk management, both at a professional level and service level. You are also required to participate in CQI and risk programmes as an integral part of your position.

Personal Responsibilities

- Respect the Shared Purpose and Values of Mercy Hospital
- Be familiar and with Mercy Hospital policies and procedures
- Be responsible for own ongoing education and skills required in designated role
- Demonstrate an understanding and applicability of confidentiality of information regarding patients, employees and hospital business at all times.